

ATTENTION ALL STAFF

Please be informed that the following ANG Haus security procedures shall come into effect as of Thursday 05th of March 2015.

ACCESS PROCEDURES:

ANG Haus

- All staff accessing ANG Haus via the Main Security Check-Point shall present to security their valid staff identification cards.
- All vehicles intending to enter ANG Haus premises must prepare to stop at the Main Security Check-Point on every occasion for security checks.
- All visitors shall be permitted access into ANG Haus premises subject to security processes being satisfied.
- All contractors shall abide by the access and exit security procedures.

ALL STAFF

- All staff entering ANG Haus by foot shall access the premises through the Main Security Check-Point.
- All staff are required to present a valid Air Niugini Identification card to security prior to being granted access.
- Suspended staff without an ANG Identification card shall be allowed access as per the Visitors Access Procedures. They shall be met by HR staff at the ANG Haus Reception area and shall remain under escort through-out the entire duration of the visit within the premises.
- Note: STRICTLY ENTRY BY VALID ANG ID CARD ONLY

VEHICLES

- All vehicles accessing must have a valid ANG Access Sticker displayed on the windscreen.
- All vehicles must prepare to stop at the Main Security Check-Point (security boom gate). The driver's window shall be lowered to allow security to identify occupant(s). If required, the driver and occupants must be prepared to cooperate with further security checks prior to access being granted.

- Flight Crew transport accessing ANG Haus, are subject to the above vehicle procedures. All crew transport shall park at the designated parking zone located at Car Park 02.
- Air Niugini transport carrying staff are subject to the above vehicle procedures. All staff transport shall park at the designated parking zone located at Car Park 03 for staff pick-up and drop-off.
- All staff pick-up and drop-off in own vehicles shall be subject to the above vehicle procedures. The staff pick-up and drop-off zone is located at Car Park 03. Occupants (Non-staff) conducting staff pick-up and drop-off must remain inside the vehicle at all-time whilst parked at the designated parking zone.

VISITORS

- All visitors are required to park at the Visitor Car Park. All visitor access into ANG Haus premises shall be via the Main Security Check-Point.
- Visitor(s) shall register at the Main Security Check-Point and provide details regarding the purpose of their visit. Security shall allow visitor(s) to proceed to the ANG Haus Reception once clearance is confirmed.
- Visitor(s) are required to display their visitor pass during the entire duration of their visit within ANG Haus premises.
- Visitor(s) are required to follow the designated foot path at all times between the Main Security Check-Point and ANG Haus Reception. Deviation from the designated foot path shall only be permitted under security approval.
- Visitor(s) are only permitted access into the building via the ANG Haus Reception under escort by an Air Niugini staff. The visitor(s) shall remain the responsibility of the office concerned for the duration of the visit spent within the ANG Haus premises.
- Visitor(s) leaving the building from the ANG Haus Reception shall exit via the designated Visitor Foot Path and sign-out at the Main Security Check-Point
- Visitor(s) access after 1200hrs every Fridays shall be by appointment only.

CONTRACTOR(S)

- Contractor(s) vehicle accessing ANG Haus premises shall be issued temporary ANG Haus Access Pass to be displayed on the vehicle windscreen.
- Contractor(s) shall register at the Main Security Check-Point and provide details regarding the purpose of their visit. Security shall permit access to the Contractor(s) once clearance is confirmed with the Department concerned. The Security SOP for this process shall be applied.
- The Contractor shall remain the responsibility of the office concerned for the duration of the visit spent within the ANG Haus premises.
- Contractor(s) vehicle shall be subject to security inspection before exiting the premises. Any Company property (ies) to be removed must have approval from the Department concerned. The Security SOP for this process shall be applied.

- The above contractor(s) procedures are also applicable to the weekends.

WEEKENDS

- Weekend access into the ANG Haus premises shall **ONLY** be permitted to staff upon approval and prior notification from departmental managers concerned. The Security SOP for this process shall be applied.
- Visitor(s) shall not be permitted access into the ANG Haus premises during weekends unless approval by departmental managers concerned.

NOTICE

- Should the circumstance(s) deem necessary, additional security measure shall be applied to any of the above upon entry or exit of ANG Haus premises. These may include but are not limited to the following:
 - Thorough vehicle search;
 - Thorough baggage search;
 - Refusal of entry to person(s) and/or vehicle(s) with valid ID or valid vehicle sticker;
 - Other measures that may be deemed necessary by ANG Management.

By Security Management